

NASPAXRIVINST 12531.2F
735000A

NAS PAXRIV INSTRUCTION 12531.2F

From: Commanding Officer

Subj: PAY FOR ENVIRONMENTAL DIFFERENTIALS FOR EMPLOYEES IN
TRADES, CRAFTS AND LABOR OCCUPATIONS

Ref: (a) 5 CFR 532.511

Encl: (1) List of Approved Situations Warranting Environmental
Differentials Paid for Actual Exposure
(2) List of Approved Situations Warranting Environmental
Differentials Paid for Hours in Pay Status

1. Purpose. To publish current policies and procedures concerning the assignment of additional pay for certain employees.

2. Cancellation. NAS PAXRIV Instruction 12531.2E.

3. Policy. The policy of this command is to authorize additional pay for employees in trades, crafts or labor occupations who are engaged in work which involves hazards, physical hardships and working conditions of an unusual nature.

4. Information. Reference (a) contains regulations on payment of environmental differentials. Enclosures (1) and (2) list the various situations at this activity warranting environmental pay differentials. Requests for additional listings, with justification, must be submitted to the Commanding Officer.

5. Action

a. Supervisors. Supervisors, both civilian and military, are responsible for ensuring that environmental differential pay is authorized, consistent with the procedures in this instruction. Differential pay will be recorded on a weekly timecard by immediate supervisors and approved by authorized personnel.

b. Comptroller Office. The "Managerial Accounting Branch" will submit to the Service Team Division, Human Resources Office (HRO), appropriate records listing the name, organizational

location and type of differential pay for each employee who received such pay differential.

NASPAXRIVINST 12531.2F

c. Human Resources Office. The Service Team Division, HRO will review and act on requests for additions/deletions to enclosures (1) and (2), audit the use of differential pay by spot checking cases listed on the records indicated in paragraph (b) above and advise management on individual cases.

6. Forms. Weekly timecards (TC2.FRM - Format II/Rev. 4/92) are provided by the Payroll Office.

7. Review Authority. The Director, HRO will review this instruction annually, making changes as necessary.

PAUL E. ROBERTS

Distribution:
Distribution List III

